

# GRANTS MANAGEMENT CONNECTION

VOLUME 2, ISSUE 4  
Quarter 4, 2019

**Desk of The  
DAS**

**News You  
Can Use**



**Since You  
Asked...**

**Quarterly  
Super HEROES**

**"Committed to serve our customers by delivering the highest quality support through innovation, individual pride, and friendliness."**

**Our Mission**

## OFTA Brings Onsite Assistance to LEAs

In the last quarter of each fiscal year many of us, whether LEA or SEA, are buckling up for the swift ride to the finish line. This year, in addition to last quarter business as usual, the Grants Management team rolled out the OFTA program, which brings Onsite Fiscal Technical Assistance to LEAs.

The concept is simple, we ask the question, "how can Grants Management help?" and then a team assembles to provide onsite assistance. It is designed to be training and technical assistance around Federal and State fiscal compliance.

We will provide guidance from the Arizona Department of Education and EDGAR/UGG including:

- Internal controls
- Fiscal management
- Record keeping practices
- Process improvement

OFTA is held onsite at your location and can be scheduled for a full day. While onsite, the Grants Management team will review information, provide hands on training and answer LEA questions relating to completion reports, carryover funds, reimbursement requests, audit findings (if applicable), risk assessment, MOE, time and effort, and other areas. The team is fully at the LEA's disposal for the entire day!

The team provides many resources, including a tailored Grants report which provides a fiscal summary. This report helps provide an overall picture of current fiscal trends and previous year grant funds. It is a great tool for discussion that incorporates your goals and highlights successes. Each LEA also receives an OFTA Tool Box that is equipped with training opportunities, as well as, on-demand resources from the GME system.

Shortly after the team's visit, a final OFTA report is provided with detailed information on what was discussed, including recommendations and commendations on the great things happening at your LEA. Additionally, within 90 days we follow up to offer any additional support.

We have had the privilege of conducting a couple OFTA visits so far and we have enjoyed sitting down face to face getting to know those we serve. We are looking forward to meeting more LEAs in the coming year, so if you are interested or want more information, please let us know. Please email us at [grants@azed.gov](mailto:grants@azed.gov) and include "OFTA" in the subject line.

We are always here to support you, OFTA is just one of many opportunities for us to assist LEAs.

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# Desk of The AS

GRANTS MANAGEMENT  
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*By: Sarah Hendrix*

We have had quite the fiscal year and I wanted to personally thank you for working with us. I know that change can be tough, especially in the middle of the fiscal year, but we also know that sometimes it's necessary. We have implemented some important updates to the system, including the capital outlay worksheet, Title I waiver process, and the monitoring tool. Fiscal year 2020 will mark the fourth fiscal year in the new system and it's safe to say it's come a long way.

So, what else do we have up our sleeves for the next fiscal year? There is one big change happening that I think you will be most excited about; I know we are. Starting July 1st, your LEA will be assigned a Grants Coordinator to support you one on one. Your Grants Coordinator will process your reimbursement requests and completion reports meaning they will get to know you and be available to assist you with any fiscal questions or needs you have. This models the support you currently receive on the program side with an assigned Program Specialist. As an agency we are ready to support you both programmatically and fiscally, so we will be working closely together to ensure you receive the support you need. Be on the lookout for a personal email to your LEA from your Grants Coordinator introducing themselves. If for any reason your Coordinator is not available, we have ensured someone will be there to assist you. Our Coordinators are very excited for the opportunity to assist you personally and get to know your needs.



## “Let’s Do Great Things Together!”

Starting January 2020, our Fiscal Monitoring Unit will also go to a regional set up, so you will have both a Grants Coordinator and Fiscal Monitoring representative assigned to you. Our Processing and Fiscal Monitoring Units will continue to work closely together. Our goal is to provide personal technical support to help you navigate the Federal and fiscal responsibilities that come with grant funding.

Finally, we have updated our phone options to better support this change. After selecting Processing, you will now be able to enter your County and LEA letters to be directly connected to your Coordinator. The GME Document Library (main menu) has a [master list of LEAs](#) and their Grants Coordinator. Please feel free to review this document.

Thank you for letting us serve you. We hope you have a great summer break. See you next fiscal year!



# Since You Asked...

**Q:** I submitted my funding application before July 1 and I received a notification from GME that it is substantially approved. Does that mean I can start submitting reimbursement requests now?

**A:** In order to begin submitting reimbursement requests, your funding application IS required to be substantially approved. However there are several other factors to consider in terms of when reimbursement can begin:

- ◆ Funding application must be in Director Approved status
- ◆ Reimbursement cannot occur before the project start date

Funding applications CAN receive substantial approval *before* Director Approval. This locks in the date on which your expenditures can begin to be allowable for reimbursement.

Send your questions to us at [grants@azed.gov](mailto:grants@azed.gov)

## News You Can Use

### Tech and Training

Do you wish to explore items that are expected from you in Grants Management Enterprise (GME) throughout the school year? If you answered yes and you are a new LEA Business Manager with multiple tasks in GME system, you don't want to miss this in-person training! The Training unit in Grants Management is excited to provide this brand new course at ADE's Jefferson location in Phoenix (August) and also in the southern and northern regions of Arizona (September). Please check GME's Reminders section of the Home Page to see the details that will be posted in July.

### Grants Processing

With close of fiscal year 2019 and the beginning of **"FY19 Reminders"** fiscal year 2020, here are a few reminders:

- ◇ FY19 grants with a project end date after June 30 — reimbursement requests will re-open on July 1. (Reimbursement requests for projects ending on June 30 closed on June 19).
- ◇ Approved FY20 grants can begin to draw down funding after July 1
- ◇ Completion reports for grants with a project end date of June 30 will open on July 1 and must be submitted no later than September 30
- ◇ Some completion reports for grants with a project end date of September 30 are available early, on July 1. Please contact the applicable program area specialist or Grants Management with any questions regarding completion report start dates.

For direct assistance, contact the Processing Team at 602.542.3901, Option 2.

### Fiscal Monitoring

Adhering to Uniform Grant Guidance is the most significant advice for any LEA. In our recent reviews we have noticed that travel and procurement procedures should be further elaborated upon. In the event that an LEA is selected for a fiscal monitoring, travel receipts must reflect charges consistent with the LEA's travel policy.

**Travel Policy** — An LEA should ask themselves:

- ◇ How consistent are our travel policies and procedures?
- ◇ What are they based on?

General Procurement Standards state that the nonfederal entity must use its own documented procurement procedures and not those taken from other sources.

**Procurement Procedures** — An LEA should ask themselves:

- ◇ Who at our organization has aligned our procurement procedures with UGG requirements?
- ◇ If our organization took advantage of the extension in procurement compliance, did we put it in writing?

GRANTS MANAGEMENT  
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**"Travel Cost and  
Procurement Procedures"**



# Quarterly Super H.E.R.O.E.S.

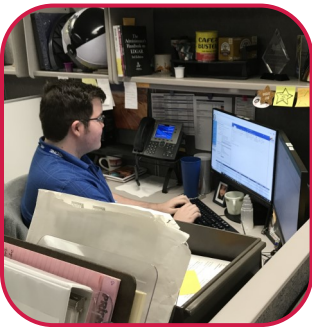
Each quarter we **Help Everyone Reach Outrageously Epic Success** and recognize our stellar team members. This quarter we are proud to present **Katarina Pena** and **Sam Irvin**.

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**Katarina Pena**

**Katarina Pena** was selected by her peers and leadership as the HERO of the quarter because of her can do attitude. She is always willing to go the extra mile to help anyone who needs it. Those of you who have attended one of her training sessions have experienced her infectious positivity and helpful knowledge. Recently, Katarina was promoted to the Training Supervisor for Grants Management. Her innovative nature does not go unnoticed as she builds her training program. Look out for more trainings and visits from her and her team in the future. Congrats Katarina!



**Sam Irvin**

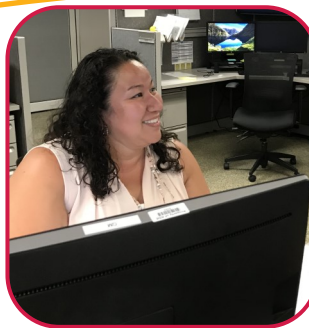
**Sam Irvin** joined ADE as a Grants Technology Coordinator August 2018 and hit the ground running! He immediately jumped into the annual process of working with program area staff to update funding applications in GME for the upcoming fiscal year. Tackling this complex and highly detailed project while still being very new to the agency, Sam quickly proved he is an expert at ensuring that no small detail was left unattended. He brings this same focus to providing direct support to both internal and external GME users, quickly and thoroughly resolving issues, enabling those that use GME to do so with ease.



**Brent Walker**

With an extensive training history, Brent joins our team well prepared to help our customers

learn the ins-and-outs of grants and the GME system. His training experience will prove useful for ensuring LEAs and entities are equipped to get the job done. He will work closely with Katarina Pena in developing the necessary in-person training, webinars, and so much more!



**Vanesa Velez**

Vanesa joins us from the Empowerment Scholarship Accounts. Her expertise in customer service has meshed well with our Processing team as she begins her new role as a Grants Coordinator. Please join us in welcoming Vanesa to Grants Management!



**Monique Draper**

Monique has always had a love for kids demonstrated by her work with the Department of Child Safety. Her safeguarding personality and experience translates perfectly to assist our customers with the many facets of grants processing as a Grants Coordinator.

Welcome Aboard!

## Trying to Reach Us?

The Grants Management Hotline, (602) 542-3901, provides direct access to the team best equipped to answer your specific question or resolve a challenging issue.

How to know which Hotline menu option to choose? Here are some of the targeted Grants help options available to you:

### Option 1: GME System Support & Training

- ◇ *Technical Assistance*
- ◇ *Training Inquiry*
- ◇ *GSA/CCR*
- ◇ *User Access Issues*

### Option 2: Fiscal & Processing Support

- ◇ *Completion Reports and Reimbursement Requests*
- ◇ *Interest*
- ◇ *Holds*
- ◇ *USFR*
- ◇ *IDEA and Other Grants*
- ◇ *Indirect Cost*
- ◇ *Health & Nutrition claims and more*

### Option 3: Fiscal Monitoring

- ◇ *Single Audit*
- ◇ *Audit Evaluation*
- ◇ *Fiscal Monitoring Audits*

## Upcoming Training Sessions

For session details and training registration, visit ADE's Event Management Calendar:

<https://ems.azed.gov/Home/Calendar>

### July 2019:

**Title: Completion Report Overview**

*Date & Time: July 24, 2019, 10:00 am—11:00 am*

*Location: Webinar*

### August 2019:

**Title: GME Navigation Basics**

*Date & Time: August 6, 2019, 2:00 pm—3:00 pm*

*Location: Webinar*

**Title: Reimbursement Request Overview**

*Date & Time: August 21, 2019, 10:00 am—11:00 am*

*Location: Webinar*

**Title: Completion Report Overview**

*Date & Time: August 27, 2019, 10:00 am—11:00 am*

*Location: Webinar*

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